

**CITY – COUNTY REVOLVING LOAN FUND BOARD MEETING  
BOARD MEETING MINUTES  
2 Civic Center Plaza, 2<sup>nd</sup> Floor Conference Room  
March 27, 2012  
4:00 P.M.**

**Board Members in attendance:**

Judy Balmer  
Mike Freitas  
Joann Wardy  
Xavier Saenz  
Fernando Grado  
Richard De Santos  
Belen Robles  
Joe Fernandez

**Board Members absent:**

Bertha Gallardo

**Staff Members present:**

Eddie Garcia  
Elizabeth Gibson  
Marie Taylor

**MINUTES**

**1. Call to order and establishment of a quorum**

**Chair**

The City-County Revolving Loan Fund Board met at 2 Civic Center Plaza, on the 2<sup>nd</sup> floor conference room at 4:00 p.m. Meeting was officially called to order on March 27, 2012 by Chair and a quorum established at 4:02 pm.

**2. Approval of the minutes for the Regular Meeting of the  
City-County Revolving Loan Fund Board of February 07, 2012**

**Chair**

A move to approve the minutes from February 7, 2012 meeting was made and seconded. The board was polled, and the motion passed unanimously.

**3. Staff update on the requirements to create a direct lending  
Program using Revolving Loan Funds**

**Eddie Garcia**

Eddie Garcia with the City of El Paso presented to the Board an update on the possibility of creating a direct lending program using Revolving Loan Funds. Following a review of EDA requirements, Mr. Garcia concluded that it is possible for the City to pursue direct lending. However, Mr. Garcia also noted that creating a direct lending program within the City's Economic Development division would require significant investment to develop the infrastructure required.

Mr. Garcia concluded his presentation with three staff recommendations to be executed over the long-term. First, he suggested that the banks continue to underwrite and service RLF loans. Second, he suggested that during the upcoming

round of RLF plan revision, the Board target businesses in crucial areas, a focus and emphasis be placed on marketing the RLF to current lending partners and other City partners, as well as a focus be placed on forming stronger partnerships with our lending partners. Finally, Mr. Garcia suggested that the Board allow for the City to hire its City Development Director and Deputy Director for Economic Development before making a decision regarding direct lending.

Mr. Garcia concluded with the short term goal that staff continues to carry out the goals and procedures currently outlined in the RLF Plan. Mr. Garcia recommended that staff focus attention on: 1) marketing the product to RLF lending partners, as well as other City partners, 2) provide assistance and guidance to businesses/companies wishing to apply to the program, 3) perform site visits, and 4) follow up with lending partners on the status of current loans.

Following some discussion regarding the possibility of the City developing a direct lending program of Revolving Loan Funds, Ms. Marie Taylor of the City's Attorney's Office recommended that the Board direct staff with some research questions regarding how to utilize the RLF more effectively. Staff agreed, upon Board recommendation, to more actively engage in community outreach and market the RLF to the community. Staff additionally agreed to provide the Board with a copy of the current RLF plan. Finally, staff agreed to look into direct lending in greater detail and report findings back to the Board.

**4. Staff update on write-off of delinquent loans in the Revolving Loan Fund Portfolio      Eddie Garcia**

Mr. Garcia presented to the Board an update on delinquent loans in the RLF portfolio. Mr. Garcia requested that the seven delinquent loans be written off as uncollectible. A motion was made to approve write-off of all seven loans, seconded, and passed unanimously.

**5. Adjourn**

A move to adjourn was made, seconded, and passed unanimously. The meeting was adjourned at 4:55 p.m.